

BUSINESS TECHNOLOGY

A student who has completed the Job Corps Business Technology program is equipped with the skills to contribute to the workplace as a valued employee from day one. Competence in academic and vocational skills is required for graduation. In addition, Job Corps students learn employability and technological skills. To complete his or her Business Technology training, a student must master skills in these categories:

ETHICS

Demonstrate appropriate personal and work ethics and attitudes; demonstrate appropriate ethics in the use of a computer system.

SAFETY

Identify safety measures to be taken in an office workplace; identify proper ergonomics associated with office technology.

BUSINESS MATH SKILLS

Learn manual and calculator skills relating to addition, subtraction, multiplication, division and converting percentages and fractions to decimals.

BUSINESS ENGLISH

Use proper grammar, sentence structure, spelling and punctuation; communicate verbally and through written communications.

OFFICE PROCEDURES AND RESOURCES

Organize, prioritize and plan work; use office reference handbooks; manage appointments, reservations and itinerary schedules; use the Internet as a resource for office information and research; use features on a photocopier and fax machine; create and maintain a file system.

TELEPHONE PROCEDURES

Demonstrate telephone etiquette; place, screen and transfer telephone calls; use voice mail.

KEYBOARDING

Identify and demonstrate all functions of the keys; key alphabetic, numeric and symbol information using touch system and correct techniques.

PERSONAL COMPUTER PROCEDURES

Identify computer components, technology and terminology; demonstrate care and maintenance; explain drive designations; correctly start and shut down a computer.

WINDOWS OPERATING SYSTEM

Identify the components of the Windows Desktop; use the basic features of the Windows Start Menu; minimize/maximize windows and scroll in a window; navigate between files and applications; use "Help" to learn about features and correct problems; describe computer viruses.

WORD PROCESSING SOFTWARE

Load, launch and close software programs; open, create, edit and save files; identify parts of the word processing screen; perform basic keyboarding, formatting and cursor commands; cut, copy and paste text; use the undo and redo commands; select and change fonts and font size; align text; use spell checker; use print option functions.

UPON COMPLETION OF THE OUTLINED FOUNDATION COURSES, STUDENTS MAY SPECIALIZE IN THE FOLLOWING AREAS:

Accounting Clerk

Administrative Clerk

Clerical Occupations

Data Entry Clerk

Hotel Clerk

Information Technology Worker

Office Assistant

Word Processor

AVAILABILITY OF SPECIALIZATIONS VARIES AMONG CENTERS.

ADVANCED TRAINING IS AVAILABLE AT POTOMAC JOB CORPS CENTER WITH THE TRANSPORTATION COMMUNICATIONS UNION.